



# USAID | AFGHANISTAN

**SOLICITATION NUMBER: 72030619R10011**

**ISSUANCE DATE:** December 19, 2018  
**CLOSING DATE/TIME:** January 02, 2019 (4:30 PM, Kabul Time)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Project Management Specialist (Senior Energy Advisor) FSN-12 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

Sincerely,

Dustin Kohls  
Executive Officer

Female candidates are strongly encouraged to apply

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO:** 72030619R10011
- 2. ISSUANCE DATE:** December 19, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 02, 2019 no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:** Project Management Specialist (Senior Energy Advisor) - (Multiple Vacancies)
- 5. MARKET VALUE:** Equivalent to **FSN-12 (Step 1-13)**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

### **1. General Statement of Purpose of the Contract**

The incumbent is assigned to the USAID/Afghanistan-Office of Infrastructure (OI). OI has six (6) technical teams, covering a portfolio that includes Energy Business, Energy Infrastructure, Water, Transportation, and Engineering services. This position is located in the Energy Business Team.

USAID/Afghanistan's Office of Infrastructure (OI) helps Afghans boost their access to electricity and potable water, improve their roads, and develop their broader transportation sector. Historically OI has worked directly with Afghan ministries and government-owned utilities on large-scale infrastructure projects, such as the design and construction of portions of the national electricity grid and strategic road network. Today the office has transitioned to supporting the Government of Afghanistan (GoA) as they operate and maintain this existing infrastructure, while at the same time working with private sector partners, other donors and Department of Defense (DoD) colleagues to continue the development of new power, water, and transportation infrastructure. This includes both urban and rural water and sanitation, as well as programs that solicit private sector participation in electricity generation and distribution. As the home of engineering expertise in USAID/Afghanistan, OI also

supports other technical offices through our Engineering Support Program (ESP), offering Quality Assurance (QA) and construction management oversight for projects that include a strong engineering component.

The incumbent serves as the subject matter expert, institutional memory, and in that capacity supports the Energy Business Team, and the overall mission, and the donor community, in their efforts to further privatize Afghanistan's national power utility, and to increase private sector participation in the Afghan Energy sector. This includes institutionalizing standard business practices, improving financial management, developing human resources, implementing technologies to better manage electricity transmission and consumption, and establishing viable tariff structures. The incumbent leads the Energy Business Team's efforts, as main private sector liaison on the Private Sector Energy Investment sub-team, to attract and facilitate private sector investment in Afghanistan's energy sector, primarily through increasing partnerships between the Afghan government, donors, and the private sector. This includes leveraging USAID and other resources (i.e., donor, private sector) to help the government develop private projects for electricity production, transmission and distribution. The incumbent liaises with industry and government stakeholders, representing the United States Government (USG) at meetings with senior and high-level government and private sector officials; facilitate business and regulatory transactions; and serve as a resident expert in attracting private sector investment in the Afghan Energy sector.

The incumbent provides leadership, mentoring and supervision to three (3) Country Cooperating Nationals (CCN) team members and serves as the Acting Energy Business Team Lead when requested.

## **2. Statement of Duties to be Performed**

Under the direct supervision of the Energy Business Team Lead, the incumbent helps design, develop, manage and evaluate activities that promote private investment in the Afghan energy sector. As a subject matter expert, the incumbent provides analytical background reports; data collection; and expert advice with regards to the OI energy portfolio. This includes advising the Energy Business Team Lead, OI Office Director, and USAID/Afghanistan leadership as appropriate. Within their assigned area of responsibility, the incumbent is responsible for all facets of the OI activity design and management process. The incumbent also plays a lead role in budget and strategic planning.

The incumbent serves as the Agreement/Contracting Officer Representative (A/COR) or alternate A/COR or other management role on a number of OI projects exceeding \$150 million. In this capacity, the incumbent works closely with a variety of minister-level host government officials, local and foreign private sector organizations, non-governmental organizations (NGOs), and donors on programs designed to promote private participation in the Afghan Energy sector. Additionally, the incumbent is closely involved in performance reporting; program/policy coordination with other donors and regional governments; and other U.S. Government agencies. The incumbent also provides support for complex regulatory reform activities which will expand the business enabling environment in the Afghan energy sector.

## **Private Sector Development**

The incumbent works independently to undertake and carry-out suitable interventions for the expansion of the role of businesses and business associations in the Afghan energy sector, including but not limited to giving businesses more of a voice in the legal and regulatory process, advocating for private sector participation with both the Government of Afghanistan and the national power utility Da Afghanistan Breshna Sherkat (DABS), organizing and facilitating conferences and trade shows to secure private investments, and identifying USAID interventions that can incentivize these investments. The incumbent leads regular engagement with the GOA at the ministerial level, as well as with multilateral and bilateral donors and leaders in the private sector to develop collaborative working relationships and ensure coordination and sound implementation of OI energy activities. At this level, the incumbent must demonstrate diplomatic skills in consistently dealing with high-level government, private sector, and senior management staff and officials. Public speaking skills, negotiation, influence, persuasion and tact are crucial. The incumbent should know and understand GOA's strategic objectives in the private sector, particularly in the energy sector. The incumbent also has responsibility for identifying and disseminating best practices for attracting private investment, and for helping OI and other Mission technical offices incorporate these practices into ongoing and new activities.

The incumbent contributes to strategy development and activity/project design. As required, they will leverage their expertise to represent OI at Mission-wide working groups and review processes.

## **Project and Activity Management**

The incumbent leads the development of policies and programs in the private energy sector that reflect the Country Development Cooperation Strategy (CDCS) and incorporate elements of an urban-centered, population-focused design, in coordination with the President's South Asia Strategy. This includes reviewing and drafting concept papers, Project Appraisal Documents, Action memos, Results Frameworks, analyses, and all related required documentation. The incumbent provides management oversight and support for a broad range of ongoing OI activities, exceeding \$125 million in cumulative life-of-project budget. As the A/COR, or alternate, for USAID/Afghanistan awards promoting private sector investment in the energy sector, the incumbent consistently monitors and evaluates program performance and perform financial oversight for all activities under his/her supervision. The incumbent provides technical guidance to contractors and grantees within the scope of their awards, and will accept deliverables from contractors on behalf of the mission. The incumbent, as A/COR or in coordination with A/CORs, also oversees and evaluates project cost and progress, project reporting, timeliness in meeting commitments, scheduled completion dates, and other relevant financial and management objectives.

The incumbent regularly obtains and provides detailed project information. Additionally, the incumbent drafts and processes a variety of project or procurement documents such as action memoranda, scopes of work, official correspondence, etc. Depending on the security situation, the incumbent leads site visits to monitor the progress of projects.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

### **3. Supervisory Relationship**

The incumbent works under the direct supervision of the Energy Business Team Lead. Assignments may also be made by the Office of Infrastructure (OI) Office Director and Deputy Director.

### **4. Supervisory Controls**

The incumbent supervises three (3) Cooperating Country Nationals (CCN): Project Management Specialist FSN-10, Senior Infrastructure Engineer FSN-11 and Corporation and Private sector advisor FSN-11.

## **10. AREA OF CONSIDERATION:**

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. "USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy."

## **11. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

## **12. POINT OF CONTACT:**

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov). Applications submitted to this email address will not be considered.

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** A Bachelor's Degree in the field of economics, finance, engineering or business management/administration is required. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of seven (7) years of prior work experience in project management positions analyzing and coordinating programs in the field of infrastructure development, private sector promotion, finance, investment, or business is required. Prior project management experience and technical knowledge regarding public-private partnerships (PPPs) is required.

(Work experience requirement must be met at the time of application for the subject position).

- c. **Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).
- d. **Knowledge:** Knowledge and understanding of the Afghan government, particularly in the energy sector is required. The incumbent should have a broad understanding of Afghanistan's business environment and its relationships to Afghan law, policy, and private sector operations and an understanding of issues constraining private sector development in the energy sector. The incumbent must have broad knowledge of current political, social, economic and strategic factors in Afghanistan and a strong understanding of the complexity of Afghanistan's organizational structure, bureaucracy and the reform processes which are on-going. Given this range of responsibilities, the SEA position requires strong project management, analytical, and oral and written communication skills, as well as good judgment, a creative approach to problem solving, and the ability to independently balance shifting priorities in a fast paced work environment.
- a. **Skills and Abilities:** The position requires strong analytical skills, including the ability to identify, locate, analyze, and evaluate relevant quantitative and qualitative data and to carry out technical analyses. The ability to organize and present project information effectively and objectively in written and oral form is preferred. Under limited supervision, the incumbent must be able to assist in planning, managing and evaluating the project(s) to which the incumbent is assigned. The incumbent must have strong interpersonal, communication (verbal and written) skills. The incumbent must have the ability to establish rapport and maintain contacts with governmental counterparts, private sector partners, and colleagues in technical and support offices within USAID, as well as implementing partner management and staff. Excellent MS Office skills (Word, Excel, PowerPoint) are required. The incumbent must be able to work in a team environment and under pressure.

### **III. EVALUATION AND SELECTION FACTORS**

- Work Experience 40 points
- Knowledge 30 points
- Skills and Abilities 30 points
- Maximum Points: **100 points**

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

### **IV. PRESENTING AN OFFER**

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a Subject line or offer submission: **Project Management Specialist (Senior Energy Advisor) FSN-12 (72030619R10011).**

Offers must be received by the closing date and time specified in **Section I, item 3**

**REQUIRED DOCUMENTS:**

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) [https://af.usembassy.gov/wp-content/uploads/sites/268/Form\\_DS-174.doc](https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE (3) REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

**Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3**.
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

**V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

## **VII. TAXES**

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.-See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal



opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.